

**DEPARTMENT OF REVENUE SERVICES**  
**JOB OPPORTUNITY**  
**ACCOUNTING CAREERS TRAINEE**  
**(TARGET CLASS: REVENUE EXAMINER 1)**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Location:** Hartford, Bridgeport, Norwich, Waterbury

**Job Posting No:** 14-97-1222

**Hours:** 40 hours per week (Monday – Friday)

**Salary:** \$47,875 BS in Accounting or related with 15 Accounting Credits  
\$51,096 BS in Accounting or related with 30 Accounting Credits  
\$51,096 MS in Accounting or related with 15 Accounting Credits  
\$52,717 MS in Accounting or related with 30 Accounting Credits

**Extended Closing Date:** August 22, 2014 (completed application must be received by close of business 5:00 pm)

The Department of Revenue Services is seeking qualified candidates for [Accounting Careers Trainees](#) positions (Target Class: [Revenue Examiner 1](#)) within the Department's Audit & Compliance Division and Operations Bureau.

**Example of Duties:** Receives training in introductory auditing work for development of skills and knowledge in order to qualify for advancement into a professional agency auditing position; performs a variety of increasingly difficult duties as skills are acquired during course of training period; examines financial records of governmental or private businesses and accounting methods and procedures to assure compliance with statutes, regulations, guidelines or accepted accounting principles; may receive training in such areas as maintaining financial records and accounts, establishing financial statements and schedules and preparing budget estimates; performs related duties as required.

**Eligibility Requirement:** Candidates must possess a Bachelor's degree in Accounting or in a closely related business field with at least 15 semester hours in accounting.

**MINIMUM QUALIFICATIONS**

**Knowledge, Skills and Abilities:** Knowledge of accounting and auditing principles and practices; knowledge of business mathematics and statistics; some knowledge of business uses of information technology; some knowledge of effective report writing; ability to read and understand written materials; ability to utilize computer software.

**Term of Appointment:** The length of this training program is two (2) years. Incumbents in this class will be eligible for promotion to the target class of Revenue Examiner 1 without competitive examination after successful completion of the training program.

**Special Requirement:** Incumbents in this class may be required to travel.

**Note:** The candidate pool resulting from this posting may be used to fill future RE1/ACT positions in the Department of Revenue Services.

**Application Instructions:** Interested and qualified candidates must submit the CT-HR-12 [State of Connecticut Application for Employment](#), indicating the Job Posting No. **14-97-1222**, resume, three (3) professional written references (*addressing "quality of work," "dependability," "attention to detail" and "ability to apply training"*) from current and/or past supervisors/managers and a copy of college degree and transcripts required to:

**Department of Revenue Services**  
**Human Resources Unit**  
**25 Sigourney Street**  
**Hartford, CT 06106**

***State employees must submit two most recent performance appraisals in lieu of references***

[Application packages which do not include a CT-HR-12 application or college transcripts will not be considered.](#)

**Note:** The filling of this position will be done in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, as applicable.

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.